



ACAP MANDATORY REQUIREMENTS TO CLEAR JOINT BASE MYER-HENDESON HALL

Address and contact information for appointments

232 McNair Road, Building 404, Fort Myer, VA 22211

(703) 696-0973

Website: www.acap.army.mil

Hours of Operation:

0730-1600

0800-1200 – Pre-separation Appointments

1300-1530 – Clearing exclusive times

ACAP MANDATORY REQUIREMENTS TO CLEAR

Effective 21 Nov 12 – MANDATORY

- ☐ Soldier must start transition NLT 12 months from separation date (ETS or Retirement date)
- ☐ Pre-separation Counseling (DD 2648 / -1)
- ☐ Individual Transition Plan
- ☐ Documented Continued Military Service Opportunity via USAR/ARNG membership (for AC Soldiers)
- ☐ An integrated 12-month post-separation budget
- ☐ Complete a MOS crosswalk gap analysis
- ☐ VA Benefits Briefing I & II and eBenefits registration
- ☐ Job application package OR a job acceptance letter
 - Private or Federal resume
 - Personal and professional reference list
- ☐ Service Member's Individual Transition Plan Checklist (DD 2958)
- ☐ DOL Employment Workshop
- ☐ Army Transition Exit Survey (use link below). Once completed, print a copy and take it to **Out-processing** office when picking up clearing papers :

<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>

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Soldiers must meet all these requirements in order to be cleared by ACAP.

If you have not completed all requirements call ACAP immediately at (703)696-0973 to schedule appointments for those requirements to be met.